

Connecticut State Department of Education
Bureau of Special Education
Prior Written Notice (PWN) Actions Proposed/Refused Reference Guide

		PWN Checkboxes								
	Proposed/Refused Actions	1a	1b	2a	2b	3a	3b	3c	3d	Notes
	NOTE: this is not an exhaustive list of actions that may/may not require Prior Written Notice	Proposing (taking an action)	Refusing	Initiate	Change	Identification/ Eligibility	An Evaluation	An Educational Placement	The provision of FAPE (IEP)	
1.	The PPT recommends conducting an evaluation (initial, three year reevaluation, targeted assessment)	X		X			X			Due to a 2nd Circuit Court decision, questions exist whether FBAs are considered evaluations pursuant to the IDEA. The BSE has not yet issued guidance on this issue. For now, we recommend that you continue with the practice in your district and any legal advice provided by your legal counsel.
2.	The PPT refuses a parent's request to conduct an evaluation (initial, three year reevaluation, targeted assessment)		X	X			X			
3.	After an initial evaluation, the PPT determines that the student is eligible for special education	X		X		X				
4.	After an initial evaluation, the PPT determines that the student is NOT eligible for special education	X		X		X				The district should provide a detailed description in the section titled "Description of Proposed or Refused Action" of the PWN document. Suggested text: "After reviewing evaluations, the PPT determined that the student is not eligible for special education."
5.	The PPT recommends changing the student's primary disability	X			X	X				After initial identification/eligibility
6.	The PPT refuses a parent's request to change a student's primary disability		X		X	X				
7.	The PPT develops the first IEP for an eligible student	X		X					X	

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8.	The PPT revises a student's IEP	X			X				X	Revisions such as: adding services, removing services, increasing or decreasing services, change in how student will participate in school wide assessments, consideration of ESY, change in annual goals and objectives, change in related services, change in supplementary aids and services, etc.
9.	The PPT refuses the parent's request to revise the IEP		X		X				X	The IEP is the vehicle for providing FAPE. If a parent requests something that is not documented in the IEP (e.g., specific teacher, etc.), the district does not have to provide prior written notice.
10.	The PPT recommends a diagnostic placement for the student	X		X			X			CT special education regulations define a diagnostic placement as an evaluation.
11.	The PPT refuses a parent's request for a diagnostic placement		X	X			X			
12.	The PPT recommends that the student attend an out of district placement	X			X			X		
13.	The PPT refuses a parent's request to place the student in an out of district placement		X		X			X		
14.	The PPT recommends that the student move from out of district placement back to a school in the district	X			X			X		
15.	Disciplinary change in placement	X			X			X		Any removal for more than 10 days, or pattern/series of removals totaling more than 10 days.

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16.	After reviewing a 3-year reevaluation, the PPT determines that the student continues to be eligible for special education	X		X		X				
17.	Exit from special education (graduation)	X			X			X		
18.	The PPT determines that the student is no longer eligible for special education and will return to general education	X			X	X				
19.	Parent or Adult Student revokes consent for special education services (after the initial consent for services)	X			X				X	Revocation of consent must be in writing.
20.	Exit from special education due to reaching maximum age of day prior to age 22	NA	NA	NA	NA	NA	NA	NA	NA	
21.	Parent request for an IEE	NA	NA	NA	NA	NA	NA	NA	NA	Responsibility for a response to an IEE request is a decision for the district administration, not the PPT.